

Department of Public Health
and Human Services

Section:
APPLICATION PROCESSING

FOOD STAMP PROGRAM

Subject:
Re-application/Revert to Open

Supersedes: FS 104-4 (04/01/04)

≥References: 7 CFR 273.10, 7 CFR 273.2

GENERAL RULE -- When an individual reapplies for food stamp benefits after a break in participation of any length of time, benefits are prorated from the date of the re-application. The exception is: migrant and seasonal farm worker households who receive a full month's benefits if they reapply after a break in participation of less than 30 days.

**RE-APPLICATION
WITHIN 30 DAYS
OF ORIGINAL
APPLICATION**

The eligibility determination for denying the original application before the 30th day must be documented in case notes, and the appropriate denial notice sent to the household.

The re-application is registered using TEAMS quick registration process (TEAMS User's Guide).

A new application must be filed if a household reapplies due to a change in circumstances within 30 days of the original application being denied.

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The original application that is less than 30 days old may be used as a new application. A new interview is required, and the information on the application is updated at the interview. The application must be date-stamped with the date the application is re-signed by the household. If determined eligible, benefits are prorated from that date. The application processing time frame begins with the date the application is re-signed by the household and date-stamped with that date.

NOTE: If an application is denied on the 30th day due to a household caused delay, the OPA Case Manager must follow the denial of application procedures (FS 104-1).

**REVERTING A
CASE TO OPEN**

A food stamp case is only reverted to open when:

1. The case was closed or denied in error;
2. The household complies with the eligibility requirement causing closure before the effective date of the closure; or,

NOTE: If the household complies with the eligibility requirement causing closure after the effective date of closure, it must reapply.

3. The household requests continued assistance pending a Fair Hearing as long as it does not extend beyond the recertification date. A recertification must take place even if the case is pending a Fair Hearing.

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